

BP-A559.058_Sentence Computation Checklist

SENTENCE COMPUTATION CHECKLIST**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS****SENTENCE COMPUTATION CHECKLIST**

Name: _____ Reg. No. _____

Y/N or N/A

_____ Jail Credit/Date of Offense Properly documented and filed?

_____ Presentence Report is in the File. All periods of official detention (SRA sentence), or suspected periods of official detention, between the date of the federal offense and the date of sentence commencement, which are reflected in the presentence report or other records maintained in the J&C File, have been identified, investigated and documented in the J&C File. Prior custody credit has been awarded or disallowed consistent with the CCCA Manual.

_____ Documentation reflected in the J&C File regarding "old law" jail time credit has been reviewed and investigated. Jail time credit has been applied or denied consistent with the Bureau's jail time policy.

_____ J&C Certified with Court Seal?

_____ J&C Order/USPC Warrant Executed?

_____ Name on SENTRY the same as on the J&C?

_____ Is there a full set of fingerprints on file for this commitment?

_____ Is FBI Fingerprint Card correctly filled out; including scars, marks, and tattoos?

_____ Has excess material been purged from the file?

_____ If a new computation, are there two sets of signatures and dates on the computation?

_____ Is the CIM white card in place?

_____ Have the offense/detainer remarks been updated and on SENTRY?

_____ If this case cannot be automatically calculated, is a manual BP-380 in the file?

_____ Does this prisoner have a committed fine? _____ If so, has a BP-397 been prepared and sent to the Commissary?

_____ Does the inmate have any consecutive, non-aggregated federal sentences? _____ If so, have they been lodged as a detainer?

_____ Have there been any modifications to the original sentence? _____ If so, is there verification in the record?

_____ Has the sentence been recomputed?

_____ Has a BP-394 been used to lodge any detainers? _____ If not, has this now been completed?

- _____ Has the "GO" or redesignation teletype been placed in the file?
- _____ If a transfer case, has the computation been audited and is the appropriate audit signature and date on the computation?
- _____ Has the BP-332 (5.1) been properly filed, have an updated label attached, and a photograph?
- _____ If a transfer case, has the transfer order been executed?
- _____ As applicable, and as related to good time actions, is the BP-390 (EGT recommendation), the BP-448 (GCT Notice), The FPI-96 (IGT) forms, BP-389 (SGT Notice) been used and properly notated/executed/and shown on the Good Time Record?
- _____ Has EGT been properly awarded?
- _____ If a transfer, has a right thumbprint (only) been taken on the FBI Fingerprint Card and is it properly completed, including scars, marks, and
- _____ Is the latest SENTRY Good Time Record placed in the file?
- _____ If a transfer (old law), has the inmate been taken out of any EGT earning status as of the date of arrival?
- _____ If an SRA sentence, has any GCT award been posted within policy constraints?
- _____ If this case is a parole violator (old law), is the rate of SGT correct? _____ If this is an SPT Violator, is the SGT rate correct (original term + SPT term)?
- _____ If applicable (old law), has any presumptive or effective parole date been recorded in
- _____ Is a copy of the Notice of Action in the file?
- _____ Is all of the J&C documentation filed consistent with the ISM Manual?

Sentence Computed by

_____	_____	_____	_____
Printed Name	Title	Signature	Date

Sentence Audited by

_____	_____	_____	_____
Printed Name	Title	Signature	Date